

DUTY STATEMENT

<i>Classification</i> Assistant Chief Counsel: House Counsel	<i>Position No.</i> 140-5871-003
<i>CBID</i> MO2	<i>Office</i> Chief Counsel's Office
<i>Date Prepared</i> October 19, 2010	<i>Division</i>
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under general supervision of the Chief Counsel the incumbent performs work of a similar level of complexity and sensitivity as the most complex legal work in the office.

WORKING CONDITIONS:

Work is performed indoors in an office setting and occasionally in public facilities such as hotel conference rooms.

DUTIES AND RESPONSIBILITIES:

- 40% Supervises the attorneys assigned to general "house counsel" responsibilities, such as personnel, adoption of regulations, confidentiality, public records requests, and advising the Commission on the procedures and decisions of quasi-adjudicative proceedings. Plans, organizes, directs, coordinates, and reviews the legal work of the "house counsel" section within the California Energy Commission's Office of Chief Counsel; assists in the management of the Office of Chief Counsel by establishing legal strategies for the Commission in the area of his/her supervision; evaluates the performance of subordinate staff and takes or effectively recommends appropriate action; interviews and selects or actively participates in the interview and selection process for subordinate staff; and may serve as acting Chief Counsel in his absence; (E)
- 40% Drafts the most difficult and important Commission legal or policy documents, including legislation, orders, decisions and regulations; participates in the most complex and sensitive Commission proceedings; represents the Commission in very sensitive and complex proceedings before other government boards and agencies; advises the Commissioners and Executive Director on all aspects of Commission business; (E)
- 15% Performs varying degrees of administrative and/or judicial litigation. Acts as part of the Office of Chief Counsel's management team, and will be responsible for coordinating the work of the entire office, ensuring consistent advice across diverse program areas, ensuring that the work of each team member is appropriate to his or her experience level, and that the work is properly apportioned among the subordinate attorneys; (E)
- 5% Performs other duties as required that are consistent with the specifications of this class. (M)

I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION.			
Signatures			
Employee	Date	Supervisor	Date